OSU ceded/deferred oversight of my study to an external IRB – How do I send in updated documents and approval notices?

1. Log in to iRIS
2. Click on "Start a Study Submission Form" in the "Featured Study Operations" menu.

3. Click on the "Forms" icon under "Actions" on the row of the applicable study

4. Click on the "Start a new submission" icon next to the Deferral Update Form.

5. When completing the Deferral Update form, if you are adding study team members, make sure to add them in section "A) Additional Investigators", as section B is only for Non-research Support Staff (individuals who will not have access to participants, data, or specimens)

6. The application is the initial submission, which also acts as the protocol for the project and outlines the study. During revisions, the application will only need to be revised if the information in the application/protocol has been impacted. The "click here to attach the application" button is used to create a new version of the application. If revisions are needed, click the "click here to attach the application" button, then click "Add Revision". You can now edit your application. When you are done editing, go to the last section of the application, then click 'save and continue to next section' (this will take you back to the revision form).

1.5 If the external submission impacts the OSU application, revise the application to reflect the changes:

Click here to attach the application.

No Application has been associated with this submission.

Attaching Study Application

Select the application that you would like to attach and then click Save Attachment   Save Attachment

Select	Show Rev.	Edit/ View	Form Name	Approved	Create a Revised Application
Already Submitted			HRPP and IRB Application and Protocol Form (Version 1.6)	Yes	Add Revision

7. If you are revising/replacing current versions of the external IRB approved documents, click on 'Select or Revise Existing', then choose to create a revision for the document you wish to revise/replace. The version number will automatically populate. Check the document out (will download to your device), make edits and save to your computer (if applicable). If you are simply uploading a new version, you can skip editing and saving the document and click on complete checkout, check in the new document, save document.

1.6 Please attach any documents that were approved by the IRB of record, along with the approval documentation:

Select or Revise Existing   Add a New Document   Add Multiple Documents

Detach	Version	Title	Category	Expiration Date	D
No Document(s) have been attached to this form.					

Select Existing or Create Revised Study Document   x

Select Category:	--none-- ▾		Title:		
Version #:	.		Search level:	◉ Top ○ All	
Version Date:	📅▾ between 📅▾		Expiration Date:	📅▾ between 📅▾	
Document Outcome:	--none-- ▾				

➕ Add a New Document   🔍 Filter Documents

5 result(s) found...

Select	Show all Versions	Edit	Delete	Version	Version Date	Title / Category	Expiration Date	Document Outcome	Checked Out By	View Document	Create Revision
	📁	✏️		1.1	06/19/2019	Questionsfortesting / Interview Guide	06/18/2024	Approved		📄 38.80 KB	🗐
	📁	✏️		1.2	06/19/2019	Recruitmentfortesting / Recruitment Document				📄 11.73 KB	🗐
		✏️		1.0	10/08/2019	External IRB approval / External IRB Documents				📄 11.62 KB	**🗐**
		✏️		1.0	10/08/2019	Approval Recruitment from External IRB / Recruitment Document				📄 11.73 KB	🗐
		✏️		1.0	10/08/2019	External Updated Questionnaire / Interview Guide				📄 12.70 KB	🗐

Study Document Revision: x

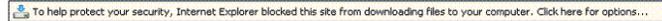|	
*Document Title:	External IRB approval
Version Number:	1 . 1
Version Date:	10/08/2019 📅▾
Category:	External IRB Documents ▾
Description:	
Check-out the Document to your workstation for editing:	**Check-out Document...**
Comments:	

💾 Save Document

INSTRUCTIONS

Step 1:
If your browser blocks pop - ups, then after a few moments a bar similar to the one shown below may appear in your browser.

> To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...

Simply click on the bar and a small drop down list will appear. Click **Download File** from the list of options.

| Download File... |
| What's the Risk? |
| More information |

Step 2:
In a few moments, your browser will prompt you to either **Open** or **Save** the file (see example below).
Note: this is not the actual File Download box, it is only a picture. In order to Check - out the document and edit it, you will need to **Save** it to your workstation.

File Download

Do you want to open or save this file?

Name: study_documents--dummys2.doc
Type: Microsoft Word Document, 23.5KB
From: 66.220.42.146

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
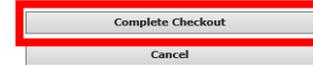
To do so, click **Save**. This will open up a window similar to the one shown below that allows you to choose where in your workstation you would like to save the document.

Once you've selected where you will save the document, click **Save**. After this, the Download Complete box will appear as shown below. From here you can choose to open the document to edit it, open the folder that contains the document, or Close the Download Complete box to edit the document later.

Step 3:
IT IS VERY IMPORTANT that after you've saved the file to your workstation and closed the Download Complete box that you click the **Complete Checkout** button in iRIS. This allows you to check the document (or upload the document) back into iRIS once you've finished editing it.
To cancel the Document Check - Out, click **Cancel**. Note: If you've already saved the file to your computer, the file will remain in your computer, however you will simply lose the option of checking the document back in.

| **Complete Checkout** |
| Cancel |

Do you want to open or save **StudyDocument_300.docx** (11.3 KB) from **oregonstate-test.imedris.net**?   [Open] [Save ▼] [Cancel] ×

Study Document Revision: X

*Document Title:	External IRB approval
Version Number:	1 .1
Version Date:	10/08/2019
Category:	External IRB Documents ▼
Description:	

This document is currently checked out by.   *Tiffany Andrews at 10/08/2019*

Check-in when you are done editing upload the document back into iRIS.   [Check-in Document...]

Revert to the document stored in iRIS.   [Undo Check-out Document...]

| Comments: | |

[🖥 Save Document]

8. If you are adding a new document for review, click "Add a new document". Then find the file by clicking "Choose file." After the file has been selected and uploaded, click "Save Document".

1.6 Please attach any documents that were approved by the IRB of record, along with the approval documentation:

| 🖉 Select or Revise Existing | ➕ Add a New Document | ➕ Add Multiple Documents |

| Detach | Version | Title | | Category | Expiration Date | D |

No Document(s) have been attached to this form.

Study Document Add:

*Select the document to upload: [Choose File] No file chosen

*Version Number: 1 .0

Version Date: 09/18/2019

Category: --none--

Description:

Comments:

[Save Document]

9. When you are ready to submit the Deferral Update Form, click 'save and continue' until you reach the signoff page. If you are not the PI, there will be a 'notify the PI for signoff' button available.

Form has been Completed!

Continue to Next Screen to Submit Your Form

[Exit Form]
[Signoff and Submit]

10. The PI will click on 'approve', then 'save sign-off'. If the PI chooses to make additional edits, they can do that prior to signoff, however, if the signoff button seems to no longer be visible, they should go back to their 'Study Assistant' workspace, go to their tasks, and then click on the task called 'PI signoff' which will bring them back to the signoff page.

Study Title: Test Application 06/19/2019---
Submission Reference Number: 002934

[Create PDF Packet]

Include in PDF Packet	Submission Component Name
Submission Form(s): Submission Form(s)	
☐	**Deferral Update Form**
Document(s)	
Category : External IRB Documents	
☐	**External IRB approval**

Tiffany Andrews as Principal Investigator do you Approve or Deny this submission? ○ Approve ○ Deny

Comments: [Click here to add comments.]

[Save Signoff]